



**U.S. DEPARTMENT OF
COMMERCE
Bureau of the Census
Recruiting Bulletin**

Issue Date: May 6, 2009

Recruiting Bulletin No: 29-09-DEC-FL-LCOM-2

Closing Date: May 27, 2009

Position Title: **Local Census Office Manager (LCOM)**

Pay Rate: \$23.00 - \$27.00 per hour. Pay rate varies by location.

Number of Vacancies: Few

Excepted Service Appointment: This is a not to exceed 1 year Schedule A appointment with a possible one year extension.

Area of Consideration:

FLORIDA

Apopka, FL: Orange, Osceola Counties.

Brooksville, FL: Hernando, Pasco Counties.

Broward County, FL: Broward County.

Clearwater, FL: Pinellas County.

Cocoa, FL: Brevard, Volusia Counties.

Daytona Beach, FL: Putnam, Flagler, Volusia Counties.

Delray Beach, FL: Palm Beach County.

Fort Myers, FL: Lee, Collier, Hendry Counties.

Gainesville, FL: Jefferson, Madison, Hamilton, Columbia, Baker, Taylor, Lafayette, Suwannee, Union, Bradford, Gilchrist, Alachua, Dixie Counties.

Hialeah, FL: Miami-Dade County.

Hillsborough County, FL: Hillsborough County.

Hollywood, FL: Broward, County.

Homestead, FL: Miami-Dade, Monroe Counties.

Jacksonville North, FL: Nassau, Duval, Clay Counties.

Lakeland, FL: Polk, Highlands Counties.

Miami South, FL: Miami-Dade County.

Miami-Dade County Northeast, FL: Miami-Dade County.

Ocala, FL: Levy, Marion, Citrus, Sumter Counties.

Pensacola, FL: Escambia, Santa Rosa, Okaloosa, Walton Counties.

Pompano Beach, FL: Broward, Palm Beach Counties.

Punta Gorda, FL: Lee, Charlotte, Glades, Sarasota Counties.

Sanford, FL: Lake, Seminole Counties.

St. Petersburg, FL: Pinellas County.

Separate Evaluation Criteria Statement required for each position desired.

Work Schedule: This is a temporary Full-time position, covered by the mixed-tour employment program. A mixed-tour work schedule may be changed from full-time to part-time or intermittent to accommodate fluctuating workloads.

Who May Apply: All ELCO employees residing in the geographic area of the ELCO.

Duties: Local Census Office Manager (LCOM): The position manages staff and resources to carry-out office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) The position will also include developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

Qualifications: To qualify for the Local Census Office Manager position, all applicants MUST:

- Pass a written management test
- Possess the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attached Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY:

Step 1: Submit and complete the following the following forms

- Résumé, listing your work duties and accomplishments relating to the job for which you are applying and/or Optional Application for Federal Employment [OF612.pdf](#)
- Declaration for Federal Employment [OF306.pdf](#)
- [Evaluation Criteria Statement for Local Census Office Manager Position.](#) (refer to Step 2)
- Exam required (refer to Step 3)

Additionally, the following information must be included in your résumé/application to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, and Position title.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-888-586-9439.

Step 2: **To be considered, all applicants must complete the attached Evaluation Criteria Statement form addressing each question in column A. You must indicate the job from your attached resume that verifies the answer you selected OR write in your experience in the space provided in Column B.**

Applicant Name: _____

Office Location: _____

EVALUATION CRITERIA STATEMENT FOR LOCAL CENSUS OFFICE MANAGER	
COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following:</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</p> <p>a. As my primary responsibility, I have experience with <u>both</u> of the following: Managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s): managing employees who worked multiple geographic locations: and ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> <p>b. As my primary responsibility in a former position, I have experience with both of the following: a) Managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); and, ensuring that work product is conducted in accordance with government or corporate party regulations.</p> <p>c. I have experience with both of the following: Managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and ensuring that work product is conducted in accordance with government and corporate policy regulations.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A</i></p>
<p>2. Please select the answer that best describes your experience effectively communicating organizational goals:</p> <p>a. I have experience representing my organization by preparing and giving speeches and presentation to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or relationships with diverse cultural community, religious, or other</p>	<p><i>Response must support answer circled in Column A</i></p>

**EVALUATION CRITERIA STATEMENT FOR
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following:</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.
<p>nongovernmental organizations to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p>	
<p>b. I have experience representing my organization by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience has not included developing working relationships with diverse cultural, community, religious, or other nongovernmental organizations. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to internal customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p>	
<p>3. Please select the answer that best describes your experience with the administrative functions of an office.</p> <p>a. I have managed the administrative functions of an office of at least 50 employees. I have done <u>all</u> of the following: Recruitment, selection, hiring, training, and disciplining subordinate staff.</p> <p>b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: Recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: Recruitment, selection, hiring, training, and/or disciplining subordinate staff.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A</i></p>

Step 3: Send all application forms along with Evaluation Criteria Statement information to:

U.S. Census Bureau
Atlanta Regional Census Center
285 Peachtree Center Ave, Suite 1100
Marquis Tower Two
Atlanta, GA 30303
Attn: Cynthia Williams, Human Resource Specialist

APPLICATION DEADLINE: Application materials must be received by 5 p.m. on the closing date of the recruiting bulletin, **May 27, 2009**. Applications received after this date **will not be considered.** **Faxed applications will NOT be considered. Emailed applications will NOT be considered.**

If you have already taken the Supervisory test and passed, you do not need to retest. If you have not tested, we will contact you to schedule you for testing.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy you may contact, recruiting, at 1-888-586-9439.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.